

**Matt Blunt**  
Governor



**Michael N. Keathley**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Division of Accounting  
570 Truman Building, 301 West High Street  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
**INTERNET:** <http://www.oa.mo.gov/acct>  
**E-MAIL:** [acctmail@mail.mo.gov](mailto:acctmail@mail.mo.gov)

**Thomas J. Sadowski**  
Director

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** April 3, 2006  
**RE:** New Report

Report ODW454R1, Open Purchase Orders Against Closed Grants, Job or Projects has been developed and posted to MOBIUS. The report will be posted to MOBIUS at the end of each month and will be generated the third week of June and the last three working days of June to assist with preparation for rolling or lapsing purchase orders at the end of the fiscal year.

This report is to assist the agencies to ensure that the Grant, Job or Project referenced by an open purchase order is open and not past the Liquidation End Date of the Grant or the Expiration Date of the Job or Project.

You will not need to complete a security request form for access to this report. We have opened the report for everybody to use.

If you have any questions concerning the information supplied in this memorandum, please contact your Agency Customer Service Coordinator. The Agency Customer Service Coordinator may contact the OA/Accounting Agency Customer Service Coordinators desk when necessary.